
TelPay for Business

Payables Import Guide for QuickBooks

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Importing Payables from QuickBooks (QB) – Quick Guide

Overview

As of version 6.5 TelPay for Business will be able to import bill payments directly from QuickBooks versions 2004 or higher. There are two types of payments that can be imported – bill payments and generic cheques.

Before you are ready to process your first bill payment import there are a few important steps required to ensure that your QB system is ready. For convenience these steps have been categorized into three sections:

- Section I: Setup Your Vendor/Biller
- Section II: Setup Your TelPay for Business Software
- Section III: Making Bill Payments

Attend a Free Webinar to Help Get You Started

TelPay offers a free 30 minute webinar (web-based seminars) to help you get ready to import bill payments from QuickBooks to TelPay. Visit www.telpay.ca/business/webinarsignup.php webinar to register.

Section I –Vendor/Biller Setup

A biller is any business that sends you a bill (or statement/invoice) for payment in exchange for goods or services rendered. Your business may refer to a biller as a vendor or supplier. For simplicity and consistency in this guide, TelPay refers to vendors/suppliers as billers whenever appropriate.

It is useful to know that TelPay separates all billers into two classifications: Standard Billers and Customer Specific Billers. These are defined as follows:

Standard Billers: These billers require only the account numbers (found on your bill) for proper payment allocation. These are generally monthly billers and include, but are not limited to, utilities, credit card companies, and government agencies. TelPay has over 4000 Standard Billers setup for electronic payment.

Customer Specific Billers: These are businesses that are setup by you and use invoice numbers and/or account numbers to accurately credit your account.

Update Billers in Your Accounting System

The following are required fields in your Vendor/Biller record:

- Company name
- Phone number (including area code)
- Mailing Address, City, and Postal Code

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Once you have updated all of the billers you wish to pay electronically you are ready for the next step; sending your biller list to TelPay.

Note: All future changes to your biller's contact or address information must be by TelPay. Changes made in your accounting software will not update your biller record at TelPay. Please send these changes to biller@telpay.ca.

Send TelPay Your Biller List

To send your biller list to TelPay, first upload your billers into your TelPay for Business software. Your system will import all of the billers that are setup in your accounting system. You will be able to exclude inactive billers. A one-time setup charge of \$0.50 per biller will be applied to your monthly fees. Please allow five business days for TelPay to setup your billers.

Import your Billers into TelPay:

1. Ensure that your QuickBooks File is open.
2. Logon to TelPay for Business.
3. From the Main Menu, select 'Importing or Creating Payroll, and Collection Files'.
4. In the top right hand corner select the Accounts Payable button. Then click 'Import Vendors'.

TelPay - Payroll, Payment and Collection File Processing

Please select one of following type of files first:
If you wish to deposit funds to your clients or employees, select File of Payments; otherwise select File of Collections.

File of Payments File of Collections **Accounts Payable**

Source file description: 460 Accounts Payable

TelPay File Format
Select a Telpay file from the list below and click "Next Step"

Re-import a File
Auto-import
Import Vendors
Options

OR Create / reuse a file generated within TelPay for Business:
Create a new File
Reuse or Revise an Existing File

Next Step

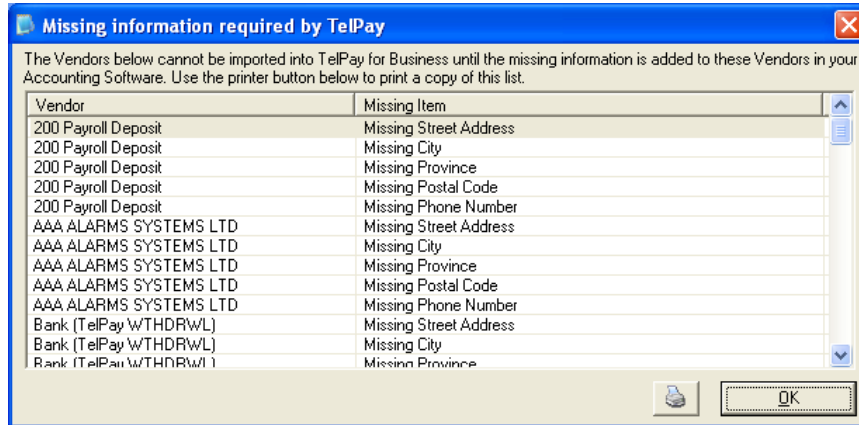
Bank File Format
Import a Bank File

Ledger account for file transmissions: TELPAY CLEARING

Main Menu

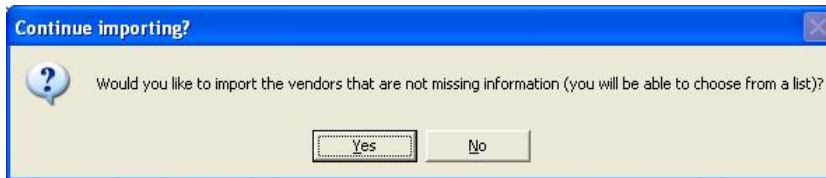
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- If the biller record is missing required information the following screen will appear. You can print the list by clicking the Printer Icon button. Select OK to continue.

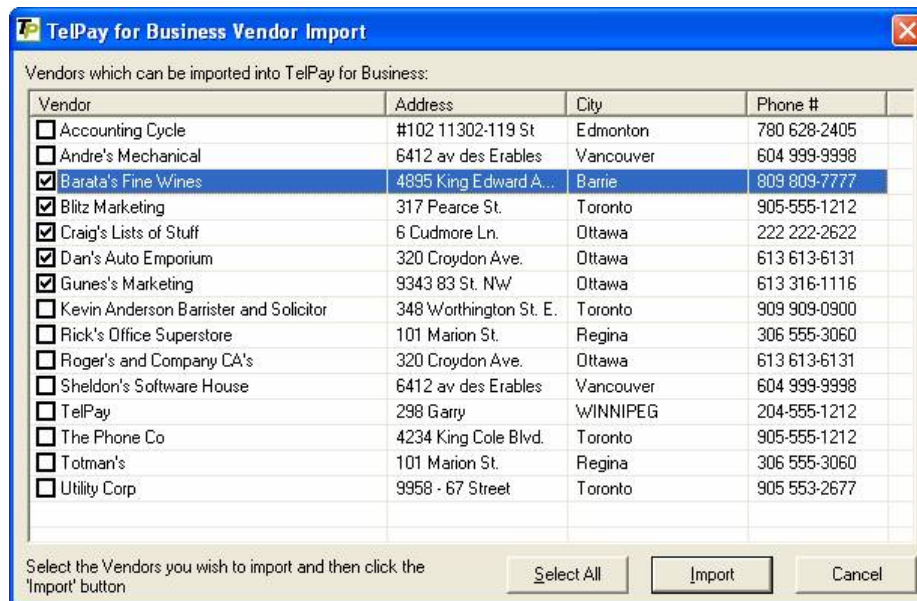


- Choose 'Yes' to import billers with complete information. Choose 'No' to update biller records in your accounting software and begin process again.

Note: If you choose 'No' you can re-import all biller records at a later date.

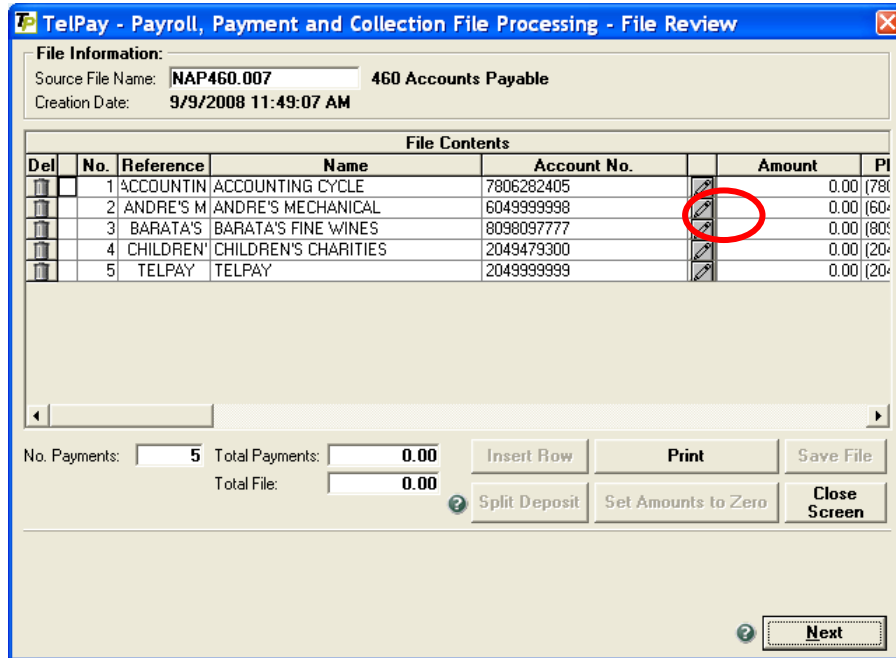


- Select the billers to be imported by clicking the check-box beside the billers' name. Click 'Import' or click 'Cancel' to begin again.



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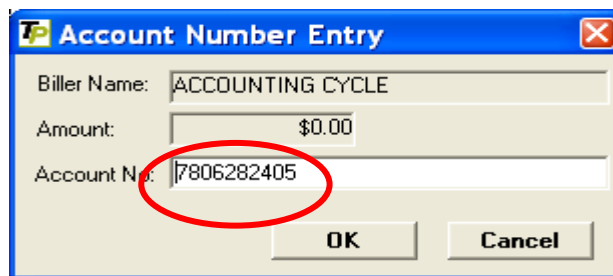
- Selected billers will appear in TelPay for Business as below. To modify the account number, click the 'Edit' box as circled. Click 'Next'.



Note: insert the proper account number(s) if one has been assigned to you by your biller. TelPay will automatically insert your biller's phone number as the account number if one is not provided from your accounting software.

Note: You must have a valid account number for Standard Billers. If you enter an invalid account number, TelPay will notify you automatically when you re-login to your software following the five day biller setup process.

- Enter the correct account number, click 'OK'.



- Once you have verified all account numbers click 'Next'.

11. Confirm the file contents click 'Next'.

TelPay - File of Accounts Payable to Other Parties

If the date to be credited to other parties is on a holiday, then the transactions will be processed on the next business day.

Please confirm the following file contents:

Confirmed

File date [YYYY-MM-DD]: 2008-09-09 ✓ ✓

*Earliest date to be credited to other parties [YYYY-MM-DD]: 2008-09-10 ✓ ✓

Total payment to accounts: 0.00 ✓ ✓

Number of payments: 0 ✓ ✓

Number of new vendors: 5 ✓ ✓

Add TelPay fee: 2.50

Total withdrawals from company bank account: 2.50

*Note: TelPay reserves the right to withhold processing the payments requested until the required funds have cleared to the TelPay Trust Account.

Next Cancel

12. Enter Authorized Officer's password; click 'Select Payment Option'.

Review/Transmit Payments Payment Session: 3

List of Payments

Del	?	Payment Date YYYY/MM/DD	Account Number	Company Name	Payment Amount	Currency
	E	2008/09/10	7806282405	ACCOUNTING CYCLE	0.00	CAD
	E	2008/09/10	6049999998	ANDRE'S MECHANICAL	0.00	CAD
	E	2008/09/10	8098097777	BARATA'S FINE WINES	0.00	CAD
	E	2008/09/10	2049479300	CHILDREN'S CHARITIES	0.00	CAD
	E	2008/09/10	2049999999	TELPAY	0.00	CAD
				TelPay Fee *	2.50	CAD
Total Transactions: 5					\$2.50	CAD

Totals - Bills: \$0.00 PRL: \$0.00 A/P: \$0.00

Authorized Officer's Password(s): or E-mail For Approval ?

Cancel All Payments Main Menu Pay More Bills Print Before Transmission

Click the trash can if you want to cancel an individual transaction. Select Payment Option

* A further service fee will be charged for payments made by TelPay cheque.

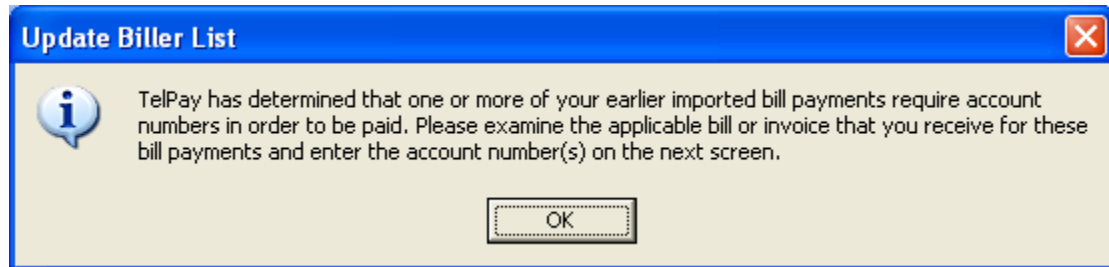
13. Choose your preferred funding arrangement, click 'Transmit'.

14. Our Biller Services Department will now setup your billers. This process will take up to five business days.

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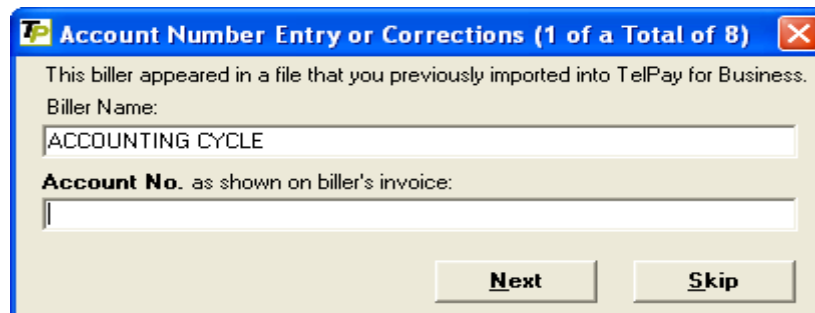
Receiving your updated biller list from TelPay Biller Services Department

1. Within five business days of transmitting your biller list to TelPay, open your software. If TelPay has completed your biller setup your system will automatically upload your billers.
2. If all the account information for your billers is correct. Proceed to Section II.
3. If TelPay has identified an account error, you will be prompted to enter the correct account information for each biller. Click 'OK'.



4. Billers will appear one at a time. In the example below TelPay identified a total of 8 billers with incorrect biller account information. Enter the correct account number, click 'next'.

To enter the account information at a later date, click 'Skip'. You will be required to enter the proper account information in TelPay for Business before any payments can be made to this biller.



NOTE: TelPay for Business has a built-in account validation program which checks to ensure a correct account number is entered for Standard Billers. If you enter an invalid account number you will be prompted repeatedly until the account number is entered correctly. Click 'Skip' to enter at a later date.

Account Number Entry or Corrections (1 of a Total of 8)


This biller appeared in a file that you previously imported into TelPay for Business.

Billor Name:

Account No. as shown on biller's invoice:

Next **Skip**

Account Number Entry or Corrections (1 of a Total of 8)

 The account number that you entered has been accepted.

OK

- Once you have entered the correct account information the View/Modify Biller Screen will appear as follows:

TelPay - View / Modify Billers Payment Session: 4 Total: \$0.00

Billor Name:

Billor Name	Account Number	Type	Currency	General Ledger Acct #/Name, Payment	VR	PD	BI
▶ ACCOUNTING CYCLE	1234567890	ST	CAD		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
ACCUMANAGEMENT LTD	1234567	ST			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Type column: ST - TelPay Standard, CS - Customer Specific, FT - Funds Transfer
 VR=Voucher Required, PD=Payroll Deduction, BI=Billor Import

Highlight an individual biller first to do the following:

Pay this Biller **View Biller Details** **Add Another Account** **Billor History** **Delete**

Print Biller List **Add New Billers** **Main Menu**

- Your biller list is now correct and up-to-date. Click 'Main Menu'

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Section II – Setup Your TelPay for Business Software

One-time G/L Account Setup and Setup of TelPay for Business

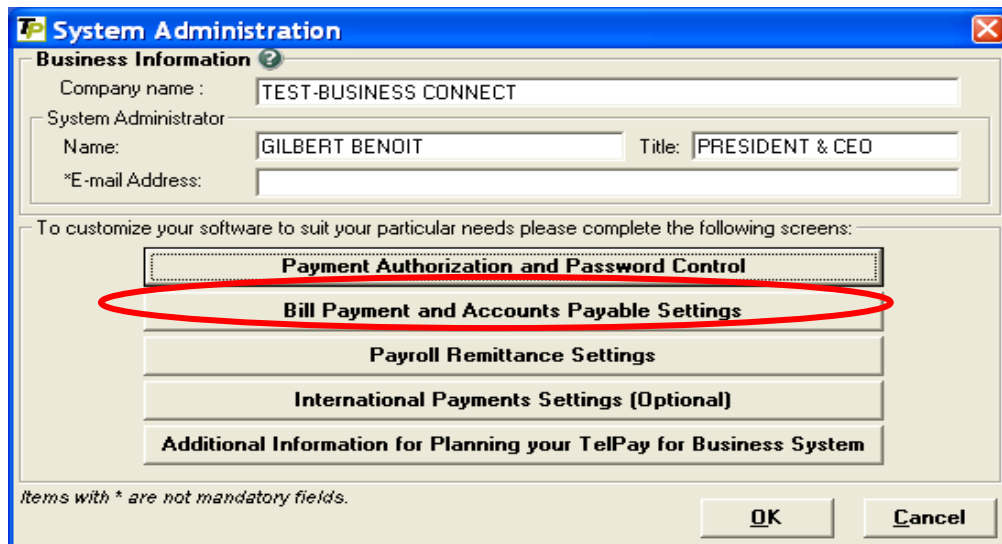
TelPay for Business detects bills that are to be paid electronically based on payment entries made to a designated clearing bank account in your accounting system. Therefore, in your accounting software you will make payments to billers, not to your current bank account, but to a new 'Clearing Bank Account'. Your actual bank account ledger will be automatically updated by importing a journal entry file into your accounting software. This process works as follows.

Once payments have been imported into TelPay for Business and transmitted, the software will create an electronic journal entry file on your computer's hard drive or on your network. You can import this electronic file into your accounting software. The journal entry import will debit your clearing bank account (offsetting the credit balance) and credit your bank account in the lump sum amount of your batch of payments to TelPay.

1. To begin, in your accounting software chart of accounts, create a "clearing bank account". You will enter this exact clearing bank account g/l name/number in your TelPay for Business software.

NOTE: If you are currently using a clearing account for payroll direct deposits use the same account.

2. Open TelPay for Business. From the Main Menu, click 'System Administration'.
3. Click 'Bill Payments and Accounts Payable Settings'.



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- 4. Enter the g/l name/number of your clearing bank account (i.e. 'TelPay Clearing Account') in the 'General Ledger Clearing Account' field as seen below. Click 'OK'.

The screenshot shows a dialog box titled "Bill Payment and Accounts Payable Settings". At the top, it indicates the accounting system used is "QuickBooks 1999+". Below this, there is a section for "Accounting Distribution of Bill Payments" with a note: "The system will generate a journal entry for your accounting system based on the general ledger account numbers you entered below." The dialog contains several input fields: "Bank Account Number to be credited for Bill Payment Remittances:" (containing "BANK"), "*Accounts Payable Account for bills accrued and/or paid out by TelPay for Business System:" (empty), "*General Ledger clearing account for accounts payable file imports to TelPay:" (containing "TelPay Clearing Account" and circled in red), "Goods and Services Tax (GST) Refund Collectible Account:" (containing "GST PAYABLE"), and "Account to be debited with TelPay service charge:" (containing "TELPAY FEE"). At the bottom, there are radio buttons for "We wish to view, pay and store e-mailed bills:" (Yes/No), a "Change existing e-mail settings" button, and "OK" and "Cancel" buttons. A note at the bottom left states "Items with * are not mandatory fields."

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Section III – Making Bill Payments in QuickBooks

Paying Bills and Writing Cheques in Your Accounting Software

Pay bills and write cheques as per your current process. Simply change the designated bank account from its current default to your new 'bank clearing account'.

Importing Bill Payments from QuickBooks into TelPay for Business

1. Open TelPay for Business. From the Main Menu, click on 'Importing or Creating Payroll, Payroll and Collection files'.
2. Select 'Accounts Payable' and click 'Auto Import'. Click 'Next Step'.

TelPay - Payroll, Payment and Collection File Processing

Please select one of following type of files first:
If you wish to deposit funds to your clients or employees, select File of Payments; otherwise select File of Collections.

File of Payments File of Collections Accounts Payable

Source file description: 460 Accounts Payable

TelPay File Format
Select a Telpay file from the list below and click "Next Step"

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Auto-import
Import Vendors
Options

OR Create / reuse a file generated within TelPay for Business:
Create a new File
Reuse or Revise an Existing File

Next Step

Bank File Format
Import a Bank File

Ledger account for file transmissions: TELPAY CLEARING

Main Menu

3. Your payments will now appear. Click 'Next'.

TelPay - Payroll, Payment and Collection File Processing - File Review

File Information:
Source File Name: NAP460.042 460 Accounts Payable
Creation Date: 15/09/2008 3:44:50 PM

Del	No.	Reference	Name	Account No.	Amount	Pl
	1	100 NUMBER	ACCOUNTING CYCLE	1234567890	620.00	(78)

No. Payments: 1 Total Payments: 620.00
Total File: 620.00

Insert Row Print Save File
Split Deposit Set Amounts to Zero Close Screen

Next

4. Complete the approval and transmission process as usual.

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5. Once payments have been transmitted to TelPay import your journal entry.
 - Journal entry: Dr Clearing Bank Account / Cr Bank
6. Journal entry path is located on your transmission reports.

Notify Your Billers

TelPay will collect all of your vendor's bank account information. You can encourage your vendors to submit their banking details to TelPay by sending them a notification letter or email. We have prepared a draft letter that has been used successfully by many customers to notify their Billers. You can obtain an electronic copy of this letter at www.telipay.ca/common/pdf/Sample_Notify_Vendor.pdf . Simply modify the letter to suit your requirements and print or email it directly to your Billers along with a copy of the TelPay Biller Information that is included in the letter.

NOTE: TelPay Standard Billers Do Not Require Notification. Your valid account number is all that is required for proper payment allocation.

NOTE: You cannot import government remittance payments as the government requires additional information (such as a PD7A form) to accompany the payment. Process these payments directly out of your TelPay for Business software.